

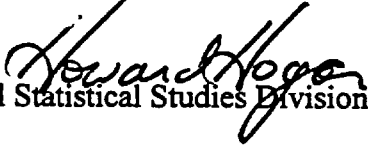


## MASTER FILE

March 6, 2000

### DSSD CENSUS 2000 PROCEDURES AND OPERATIONS MEMORANDUM SERIES #MM-2

MEMORANDUM FOR Judith N. Petty  
Chief, National Processing Center

From: Howard Hogan   
Chief, Decennial Statistical Studies Division

Subject: Specifications for Sampling Undeliverable as Addressed  
Questionnaires Returned to the National Processing Center

Contact Persons: James B. Treat, DSSD, Room 2-2120B, (301) 457-4296  
T. John Chesnut, DSSD, Room 2-2228, (301) 457-8025

#### I. Introduction

Census 2000 mailout/mailback questionnaires that are undeliverable as addressed (UAA) by the United States Postal Service (USPS) are either sent back to the National Processing Center (NPC) or picked up at the Sectional Center Facilities by the Census Bureau to be delivered by the Local Census Office (LCO) delivery operation. Undeliverable as addressed questionnaires (UAAs) not successfully delivered by the LCO delivery operation are checked out and sent to the NPC. An estimated 6.7 million UAAs are expected to be sent to the NPC. In order to conduct an evaluation of the reasons for undeliverability, a sample will need to be drawn from the UAAs sent to the NPC.

#### II. Requirements

Decennial Statistical Studies Division (DSSD) has set a sample size requirement of 200,000 to be drawn from the UAAs received by the Data Capture Center (DCC) at the NPC. A systematic sampling technique will be used to draw the sample after the UAAs have been checked in. After check-in, UAAs will be organized at the NPC in trays and tubs containing short forms and long forms, respectively. Each tray holds approximately 400 short form UAAs. Each tub holds approximately 125 long form UAAs.

The sampling will begin with a random start (to be determined). Every subsequent 34<sup>th</sup> short form UAA received and every subsequent 34<sup>th</sup> long form UAA received will be drawn for the sample. Pre-marked yard sticks will be used to draw forms from the trays and tubs. Ten yard

sticks labeled "SF" will be configured to measure short form trays, and ten yard sticks labeled "LF" will be configured to measure long form tubs. DSSD will produce the yard sticks.

To select forms, a yard stick is placed along the long edge of the tray or tub. The yard stick should be adjusted such that the zero mark (the end marked "SF" or "LF") is flush with the short edge of the tray. The forms which line up with the markings on the yard stick are drawn for the sample. Note that the depth of the trays or tubs may prevent the yard stick from touching the forms such that the sampler can not make an "exact" form selection. In this case, the sampler should "eyeball" his or her form selections.

Once the sample selection process is complete, the sampled UAAs will be sent for further processing to a destination which has yet to be determined. The specifications will be outlined in a subsequent memorandum. For information about the disposition of forms which are not part of the sample, contact Nicholas Birnbaum or Wallace Fraser, who are both members of Decennial Management Division (DMD).

cc: DSSD Census 2000 Procedures and Operations Memorandum Series List  
Rob Dimitri DSSD  
Mark Matsko NPC  
Jim Cope DSCMO  
J. Gloster DMD  
B. Tinari "  
N. Birnbaum "  
W. Fraser "